

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management *Rm 200*

FROM : Class. & Wage Administration Division

SUBJECT: Office of Communications T/O Change

DATE: 26 July 1951

The following positions listed on Office of Communications, Headquarters Signal Center, Processing Section T/O have been reviewed and determined to be allocable at the following grade levels and titles:

Processing and Distribution Clerk (Trainee) GS-4, Control number 369 should be changed to Processing and Distribution Clerk GS-5 level.

Clerk-Typist positions GS-3, Control numbers 370, 371, 372, and 373 should be changed to Processing and Distribution Clerk GS-5 level.

This change does not alter the ceiling established for the presently approved Office of Communications T/O. It is requested that your records be adjusted accordingly.

Chief, Classification & Wage Admin. Div.

Concur: Comm. Admin. Off.

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 5 NO CHANGE  
IN CLASS. / DECLASS. / CLASS CHANGED TO: \_\_\_\_\_ REE. JUST 22  
NEXT REV DATE 1/15/79 REVIEW 1/15/79 PEDOC. 02  
NO. PGS. / CREATION DATE \_\_\_\_\_ ORG COMP. \_\_\_\_\_ ORG CLASS. C  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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